

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: SEPTEMBER 5, 2008

RECRUITING BULLETIN NO. LCOM 2699-01

CLOSING DATE: DECEMBER 31, 2008

THOSE WHO PREVIOUSLY APPLIED ON LOCAL CENSUS OFFICE MANAGER BULLETIN NUMBERS 2613-08-01; 2616-08-01; 2617-08-01; 2622-08-01; 2625-08-01; 2631-08-01; 2635-08-01; 2636-08-01; 2638-08-01; 2644-08-01; AND 2645-08-01, NEED NOT REAPPLY. YOUR APPLICATION WILL BE BROUGHT FORWARD TO THIS BULLETIN.

APPLICATIONS WILL BE REFERRED TO THE SELECTING OFFICIAL, AS VACANCIES OCCUR, UNTIL THE CLOSING DATE OF DECEMBER 31, 2008.

POSITION TITLE: LOCAL CENSUS OFFICE MANAGER (LCOM)

The Kansas City Regional Census Center invites all interested applicants to apply for our Early Local Census Office management positions. Working with the 2010 Census is a unique opportunity to be part of something exciting and challenging that will shape our nation's future. The Census is truly about people. People – not just technology or procedures – are the keys to our success.

The official Census of the United States is taken every 10 years, and therefore called a Decennial Census. Our mission is to count *all* people regardless of citizenship or legal residency status. The primary purpose of the Decennial Census is to “provide population counts needed to apportion the seats in the U.S. House of Representatives among states.” In addition, more than \$300 billion in federal funds is awarded to states and local communities each year based on census data, which is more than \$3 trillion over a 10-year period.

We will be opening Early Local Census Offices (ELCOs) throughout our six-state region in October 2008 in the locations listed below*. The ELCO is staffed by one Local Census Office Manager (LCOM) and five Assistant Managers in the following areas: Field Operations (AMFO); Recruiting (AMR); Quality Assurance (AMQA); Administration (AMA); and Technology (AMT). Separate Recruiting Bulletins are issued for each of these positions and are posted on our website at <http://www.census.gov/rokan/www/empty.html>

DUTY STATION: MULTIPLE LOCATIONS* – SEE LIST BELOW

PAY RATE: VARIES BY LOCATION* – SEE LIST BELOW

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.

WHO MAY APPLY: All Qualified U.S. Citizens

***LOCATIONS and Hourly Salary:** Little Rock, AR \$24.75; Cedar Rapids, IA \$24.75; Des Moines, IA \$25.75; Topeka, KS \$25.00; Duluth, MN \$23.50; St. Paul, MN \$29.00; Kansas City, MO \$27.25; Springfield, MO \$22.50; St. Louis, MO \$29.00; Oklahoma City, OK \$26.25; and Tulsa, OK \$25.75.

Multiple locations are covered by this bulletin. Applicants must clearly indicate the location they are applying for and submit a separate application package for each geographic location. Failure to do so will result in loss of consideration.

DUTIES: Manages staff and resources to carry-out office and/or field procedures; directs and controls all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The incumbent must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) Responsible for developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. Analyzes office production operations and seeks to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for the Local Census Office Manager position, all applicants **MUST**

- 1) Be 18 or older to be hired.**
- 2) Pass a written management test; and**
- 3) Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment.** Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY: Each applicant must:

- 1. Take a test for the position.** Call our toll-free number 1-888-340-7525, to be scheduled for the employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. If you do not pass the test, you may re-take it.
- 2. Submit an Application: The following formats may be used:**
 - a. Optional Application for Federal Employment (OF-612), OR**
 - b. A Resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying. Your resume must contain the following information in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information will result in loss of consideration.
 - Recruiting Bulletin number, title, and lowest pay acceptable.
 - Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
 - Social Security number
 - Country of citizenship (**this Federal job requires U.S. citizenship**).
 - Veteran’s Preference – Applicants claiming 10-point veterans preference must submit an SF-15, Application for 10-Point Veteran’s Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the

10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointment should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-888-340-7525.

3. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the LCO Manager Position. In order to expedite your application process, please follow the instructions in Option #2 in Column B on the Evaluation Criteria Statement.

4. Complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation http://www.opm.gov/forms/pdf_fill/of0306.pdf

You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Send all application information to:

**Bureau of the Census, Kansas City Regional Census Center
2001 NE 46th Street
Kansas City, MO 64116
ATTN: Admin Dept.**

**OR via email to: kansas_city_2010_HR@census.gov
Subject Line: LCO Application**

**For further information on this vacancy you may contact the
Recruiting Department on 1-888-340-7525.**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

To be considered, applicants must complete the form below addressing each of the following and submit with application.

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>both</u> of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> ensuring that work product is conducted in accordance with government or corporate policy and regulations. d. My experience is less than what is described above. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your experience effectively communicating organizational goals.</p> <p>a. I have experience representing my organization by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience representing my organization by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience has not included developing working relationships with diverse cultural, community, religious, or other nongovernmental organizations. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to internal customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with the administrative functions of an office.</p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done all of the following: recruitment, selection, hiring, training, and disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>